COMPANY REGISTRATION NUMBER: 04838508

CHARITY REGISTRATION NUMBER: 1099868

The Quay Theatre At Sudbury Company Limited by Guarantee Unaudited Financial Statements 30 April 2018

MOORE GREEN

Chartered accountant 22 Friars Street Sudbury Suffolk CO10 2AA

Company Limited by Guarantee

Financial Statements

Year ended 30 April 2018

	Page
Trustees' annual report (incorporating the director's report)	1
Independent examiner's report to the trustees	4
Statement of financial activities (including income and expenditure account)	6
Statement of financial position	7
Notes to the financial statements	9

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 30 April 2018

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 April 2018.

Reference and administrative details

Registered charity name

The Quay Theatre At Sudbury

Charity registration number

1099868

Company registration number 04838508

Principal office and registered The Quay Theatre

office

Quay Lane Sudbury Suffolk CO10 2AN

The trustees

D Brogan E Cole E Wiles S Ayers P Press A Richardson D Ware Mr Harrington-Spier

Company secretary

Mr R Cunningham

Independent examiner

Nicholas Farr 22 Friars Street

Sudbury Suffolk CO10 2AA

Structure, governance and management

The Quay Theatre is under the control of a Board of Trustees who meet monthly to receive reports on current performance and to deal with matters affecting the governance of the theatre and its facilities. The Board of Trustees delegate the management of the operation to a Theatre Manager. The Theatre Manager has a team of 10 paid part-time staff and a large contingent of volunteers.

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued) Year ended 30 April 2018

Objectives and activities

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The Quay Theatre is a rural arts centre located in the Sudbury amenity area close to the river Stour.

The Quay Theatre offers a unique service for Sudbury and the surrounding area with a mixed programme of amateur and professional drama, music, comedy and film consisting of approximately 200 days of entertainment every year. Live streaming is developing into a popular art form bringing opera, classical music, National theatre performance and West End shows to this beatutiful venue. In addition, the theatre provides a base for performing activity and stage school in Sudbury and a community venue used by by many groups and for local residents and visitors to enjoy.

Achievements and performance

During the 2017-18 year 9,750 people visited the theatre for live performance and 4,030 for film. An average of 17 groups hired the facilities at The Quay for educational and leisure activities and visitors used The Quay's bar and refreshment areas throughout the year. The drama classes and Summer Schools cater for 6-17 year olds and are a valuable resource for the community. The theatre also gives opportunities for volunteers.

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year ended 30 April 2018

Financial review

The Quay Theatre receives grant funding from both Babergh District Council and Sudbury Town Council. Sudbury Town Council have managed to maintain grant levels but due to enormous pressures on District Council budgets their grants reduce year by year. Statutory wage and pension increases together with inflation mean that The Quay strives constantly to increase revenues both through the standard of performance and the variety of interests satisfied by the programmes delivered. Facilities hiring has remained strong over this year and many local groups now use The Quay for their varied activities and craft sessions.

New lighting and sound desks have been purchased this year thanks to donations received from Quay Fundraisers. Their continued support helps the Trustees to maintain the best facility for our community stakeholders.

Pressures on grant funding will continue but the efforts of staff and volunteers to increase revenues and minimise cost continue to show success. Together with the continuing support of Sudbury Dramatic Society and Sudbury Musicals Society these efforts are considered sufficient to ensure a sustainable future for The Quay Theatre.

Plans for future periods

The Trustees intend to continue their development of The Quay and its facilities to improve income streams and to widen the appeal of the theatre to the local community.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

S Ayers Trustee Mr R Cunningham Charity Secretary

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of The Quay Theatre At Sudbury

Year ended 30 April 2018

I report to the trustees on my examination of the financial statements of The Quay Theatre At Sudbury ('the charity') for the year ended 30 April 2018.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2. the financial statements do not accord with those records; or
- 3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of The Quay Theatre At Sudbury (continued)

Year ended 30 April 2018

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicholas Farr Independent Examiner

22 Friars Street Sudbury Suffolk CO10 2AA

31/1/19

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 30 April 2018

		VI	2018		2017
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	84,123	_	84,123	59,986
Charitable activities	6	54,421	_	54,421	48,236 162,791
Other trading activities	7	184,475		184,475	
Total income		323,019	_	323,019	271,013
Expenditure Expenditure on raising funds: Costs of raising donations and				,	
legacies	8	146,940	-	146,940	117,626
Costs of other trading activities	9	84,245	_	84,245	80,120
Expenditure on charitable activities	10,11	77,098 11,386	_	77,099 11,386	86,353 7,538
Other expenditure	12				
Total expenditure		319,669	_	319,670	291,637
N					
Net income/(expenditure) and net movement in funds		3,350	_	3,349	(20,624)
Reconciliation of funds Total funds brought forward		189,770	19,426	209,196	229,820
Total funds carried forward		193,120	19,426	212,546	209,195

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

All of the above funds are Unrestricted Funds.

Company Limited by Guarantee

Statement of Financial Position

30 April 2018

£ 2,566 47,498 3,154	£ 377,728	£ 379,520 2,851
47,498	377,728	2,851
47,498	,	
53,218		20,316 1,914 25,081
186,045	s .	189,677
	132,827	164,596
	244,901	214,924
	32,356 212,545	5,728 209,196
	19,426 193,120 212,546	19,426 189,769 209,195
		3,154 53,218 186,045 132,827 244,901 32,356 212,545 19,426 193,120

For the year ending 30 April 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The statement of financial position continues on the following page.

Company Limited by Guarantee

Statement of Financial Position (continued)

30 April 2018

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

S Ayers Trustee

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 30 April 2018

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Quay Theatre, Quay Lane, Sudbury, Suffolk, CO10 2AN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Incoming resources

All incoming resources are inclided on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Governance costs

Include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Further explanation of the purpose of the Unrestricted fund is included in the notes to the financial statements.

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

3. Accounting policies (continued)

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment Freehold property improvements 20% reducing balance Fully depreciated

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

3. Accounting policies (continued)

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

3. Accounting policies (continued)

Financial instruments (continued)

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Limited by guarantee

The Charity is a company limited by quarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the quarantee is limited to £1 per member of the charity.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Donations				0.045
Donations - General	9,289	9,289	2,045	2,045
Donations - Friends of the Quay	8,424	8,424	3,250	3,250
Grants		,		04 500
Babergh District Council	32,350	32,350	31,500	31,500
Sudbury Town Council	12,000	12,000	12,000	12,000
Other donations and legacies				
Sundry Receipts	22,060	22,060	11,191	11,191
	84,123	84,123	59,986	59,986

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

6. Charitable activities

	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2018	Funds	2017
	£	£	£	£
Rents Received - Auditorium	29,747	29,747	31,592	31,592
Rents Received - Bar	150	150	-	_
Rents Received - Costume Department	5,400	5,400	5,400	5,400
Rents Received - Geoff Kisby Room	186	186	178	178
Rents Received - Jetty	6,532	6,532	11,299	11,299
Rents Received - Quay Theatre Hire	12,406	12,406	_	_
Credit card surcharges	-	_	(233)	(233)
	54,421	54,421	48,236	48,236

7. Other trading activities

	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2018	Funds	2017
	£	£	£	£
Advertising income	-	_	80	80
Bar sales	69,937	69,937	69,323	69,323
Kiosk sales	5,894	5,894	_	_
Cinema Events	28,375	28,375	29,906	29,906
Entertainment Events	60,143	60,143	45,651	45,651
Education Events - Summer Schools	5,058	5,058	4,420	4,420
Education Events - Workshops	3,244	3,244	2,856	2,856
Special Events	11,824	11,824	11,195	11,195
Sudbury Dramatic Society		_	(640)	(640)
	184,475	184,475	162,791	162,791

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

8. Costs of raising donations and legacies

	Unrestricted	Total Funds	Unrestricted	lotal Funds
	Funds	2018	Funds	2017
	£	£	£	£
Box Office - expenses	4,279	4,279	5,110	5,110
Cinema Projection costs	4,438	4,438	7,745	7,745
Cinema Expenses	21,136	21,136	10,109	10,109
Entertainment Events Expenses	61,336	61,336	39,911	39,911
Education Events Expenses -				
S/Schools	600	600	2,150	2,150
Education Events Expenses - Shows	156	156	_	_
Education Events Expenses -				
Workshops	3,321	3,321	2,246	2,246
Special Events Expenses	4,503	4,503	550	550
Support costs - wages and salaries	_	_	53	53
Support costs - cleaning and laundry	17,388	17,388	15,173	15,173
Support costs - rates & water	2,811	2,811	2,831	2,831
Support costs - light & heat	13,662	13,662	8,190	8,190
Support costs - repairs & maintenance	9,494	9,494	20,022	20,022
Support costs - insurance	3,816	3,816	3,536	3,536
	146,940	146,940	117,626	117,626

9. Costs of other trading activities

	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2018	Funds	2017
	£	£	£	£
Bar Supplies	33,360	33,360	32,550	32,550
Bar - wages and salaries	20,496	20,496	19,410	19,410
Kiosk - purchase of supplies	1,719	1,719	_	-
Catering supplies	261	261	119	119
Rent Paid - Jetty	6,875	6,875	7,500	7,500
Support costs - technicians salary				
costs	19,199	19,199	18,184	18,184
Suport costs - telephone and				
broadband	2,335	2,335	2,357	2,357
	84,245	84,245	80,120	80,120
	====	====	===	

10. Expenditure on charitable activities by fund type

	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2018	Funds	2017
	£	£	£	£
Support costs	77,098	77,099	86,354	86,353

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

11. Expenditure on charitable activities by activity type

40	Support costs Governance costs		Support costs £ 52,693 24,406 77,099	Total funds 2018 £ 52,693 24,406 77,099	Total fund 2017 £ 60,151 26,202 86,353
12.	Other expenditure				
	Sundry expenses Bad debts Photocopier hire and charges	Unrestricted Funds £ 7,763 1,039 2,584 11,386	1,039 2,584	Unrestricted Funds £ 4,262 - 3,276 7,538	Total Funds 2017 £ 4,262 - 3,276 7,538
13.	Net income/(expenditure)				
	Net income/(expenditure) is stated after of Depreciation of tangible fixed assets Operating lease rentals	harging/(cred	diting):	2018 £ 6,932 858	2017 £ 7,380 610
14.	Independent examination fees				
17.	macpendent examination reco			2012	2017
				2018 £	2017 £
	Fees payable to the independent examine Independent examination of the financial	er for: statements		1,950	1,900
15.	Staff costs				
	The total staff costs and employee benefit	its for the ren	orting period a	re analysed as	follows:
	Wages and salaries Social security costs			2018 £ 66,194 5,998 72,192	2017 £

The average head count of employees during the year was 11 (2017: 10).

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

16. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees during the year.

17. Tangible fixed assets

		Land and buildings £	Equipment £	User defined asset £	Total £
	Cost At 1 May 2017 Additions	350,000	78,896 5,140	4,380	433,276 5,140
	At 30 April 2018	350,000	84,036	4,380	438,416
	Depreciation At 1 May 2017 Charge for the year		49,376 6,932	4,380	53,756 6,932
	At 30 April 2018	_	56,308	4,380	60,688
	Carrying amount At 30 April 2018	350,000	27,728	_	377,728
	At 30 April 2017	350,000	29,520	_	379,520
18.	Stocks				0047
	*			2018 £	2017 £
	Raw materials and consumables			2,566	2,851 ———
19.	Debtors				
	Trade debtors Prepayments and accrued income Other debtors	,		2018 £ 41,867 1,000 4,631 47,498	2017 £ 12,053 1,526 6,737 20,316
20.	Creditors: amounts falling due within	n one year			
	Bank loans and overdrafts Trade creditors Accruals and deferred income Social security and other taxes			2018 £ 43,033 8,162 131,228 3,622 186,045	2017 £ 81,094 17,878 89,568 1,137 189,677

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2018

21. Creditors: amounts falling due after more than one year

	Bank loans and overdrafts Payments received on account Other creditors			2018 £ 26,628 728 5,000 32,356	2017 £ 728 5,000 5,728
22.	Deferred income				
	Amount deferred in year			2018. £ 44,882	2017 £ 32,771
23.	Analysis of charitable funds				
	Unrestricted funds General funds Property Revaluation	At 1 May 2017 £ 115,067 74,703 189,770	Income £ 323,019 323,019	Expenditure 3 £ (319,669) (319,669)	At 0 April 2018 £ 118,417 74,703 193,120
	Restricted funds Quay Repair Fund - Appeal	At 1 May 2017 £ 19,426	Income £	Expenditure 3	At 30 April 2018 £ 19,426
24.	Analysis of net assets between funds				
	Tangible fixed assets		Unrestricted Funds £ 377,728	Total Funds 2018 £ 377,728	Total Funds 2017 £ 379,520